

Judicial Administration Committee
Judicial Conference of Indiana

Minutes
March 11, 2005

The Judicial Administration Committee of the Judicial Conference of Indiana met at the Indiana Judicial Center on Friday, March 11, 2005 from 10:00 a.m. – 12:40 p.m.

1. Members present. Thomas P. Boyer, Daniel F. Donahue, Michael H. Eldred, Gregory A. Horn, Karen M. Love, Tanya Walton Pratt, Michael A. Shurn, David L. Welch, Mary G. Willis, and Judith S. Proffitt, Chair.
2. Staff present. Jeffrey Bercovitz provided the committee with staff assistance.
3. Minutes approved. The minutes for the committee on February 11, 2005 were approved.
4. Weighted caseload. Jeffrey Bercovitz reported Judge Hawkins, Marion Superior Court thanked him for the committee's consideration of his request to review the times for "major felonies" soon under the weighted caseload measures project.
5. Benchbook for judges to manage pro se litigation.
 - a. Committee members completed review of the Paternity and Probate drafts sections.
 - b. Jeffrey Bercovitz distributed a draft from Judge Donahue on voluntary and involuntary commitments. Committee members agreed to review this at the next meeting.
 - c. Magistrate Boyer distributed a draft section on contempt. Committee members agreed to review this at the next meeting, keep it as a separate chapter, and include the Contempt Checklist from the Civil Benchbook.
 - d. Judge Donahue agreed to provide the committee with a document about the risks of self-representation for the next meeting.
 - e. Judge Horn agreed to provide the information sheet or checklist used by his Clerk when pro se litigants file divorces, contempts, emancipations, modification and other types of cases.
 - f. Judge Donahue agreed to provide general court checklists sent to the pro se litigant, which note various problems with pleadings.
 - g. Jeffrey Bercovitz agreed to email Mag. Boyer's section to him in Word to clean up various conversion errors.
6. Next meeting dates. The committee agreed to hold future meetings on the following dates: April 8, May 13, June 10, July 8, August 12, and October 14, 2005, from 10:00 a.m. - 4:00 p.m. at the Indiana Judicial Center. There will be no November 11 meeting.

Respectfully submitted,

Jeffrey Bercovitz, Director
Juvenile and Family Law

Benchbook for Judicial Officers:
Administration Of Cases With Pro Se Litigants

Assignments

Introduction

<i>Completed 8/13/04</i>	Introduction/General considerations	J. Proffitt, Chair
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Civil

<i>Completed 2/11/05</i>	(1) <u>Domestic Relations</u> Initial dissolution, post-dissolution matters, letters and third-party correspondence, Final hearing, custody, change of residence, parenting time, other	J. Eldred and J. Willis
	(2) <u>Small claims</u>	J. Love
	(3) <u>Mortgage foreclosure/debt collection</u>	J. Horn
	(4) <u>Mental Health</u> Family member seeking guardianships – pro se Ins. Co. sets up guardianship for minor settlement Civil commitments generally	J. Snow J. Snow J. Donahue
<i>Drafted 3/11/05</i>		
<i>Completed 3/11/05</i>	(5) <u>Paternity, probate</u>	J. Shurn
	(6) <u>General civil</u> Refer to forms on Self-Service Website Appt. of Pauper Counsel and Dialogue BMV – lost title, hardship license Adoption – recent past records inquiries, genealogy	Committee Mag. Boyer J. Welch J. Welch
<i>Completed 2/11/05</i> <i>Completed 2/11/05</i> <i>Drafted 2/11/05</i>		
<i>Drafted 3/11/05</i>	(7) <u>Contempt</u>	Mag. Boyer

Criminal

(1)	<u>Misdemeanor, D Felony pro se representation</u> Pro se jury trial, dialogues, other	J. Fleece
(2)	<u>Prisoner/Inmate litigation</u> Inmate as civil litigant – visitation, tort claims; name changes, paternity, dissolution; Criminal claims: PCR's, credit time, modification, expungement; civil rights claims, extradition requests	J. Murray, J. Pratt, LaPorte Co. contact
(3)	<u>Clerk chapter</u>	J. Proffitt